

INSTRUCTIONS FOR REQUESTING APPROVAL OF A NEW SYMBOL

1. Complete Form CD-506

- Item 3 on the form, Description and Justification, shall include a citation of the authorizing statute and a description of how the seal will be used. In addition, the operating unit shall provide one color and one black and white copy of the seal design in camera-ready paper (plain bond paper).

2. Using a Concurrence Record (Form ITA-233) obtain clearances from management in your program unit. Click concurrence record to view a template of what one looks like in this process. Attach the concurrence record to the Form CD-506 plus copies of the seal design and submit to the Office of Organization and Management Support (OOMS).

3. OOMS will handle the clearance process from there. After the Under Secretary for ITA has cleared, the request will be forwarded to the Director, Office of Administrative Operations (OAO) who will coordinate the Department review and clearances. You will be notified either by OOMS or the Office of Administrative Operations of the Secretary's decision.